



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-737

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF LAW

AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION
6.	<p><b><u>WORKMAN'S COMPENSATION</u></b> These case files originate in the Office of Personnel/Insurance Division and are forwarded to the consulting firm contracted by the county to administer its self insured Workman's Compensation Program. Any cases that require hearings at the Workman's Compensation Commission are transmitted to the Office of Law for review and processing. the files are assigned a B.C.W. number by Insurance, which includes coding for the year and a sequential case number (example BCW-83-5). Files is considered closed after settlement is reached between counsel or appeal is taken and tried before a jury.</p>	<p>Retain for twenty (20) years after case is closed and then destroy.</p>
8.	<p><b><u>SPECIAL LITIGATION</u></b> These files are initiated by various sources and forwarded to the office of law for filing and litigation proceedings. The types of cases that are included in this record title are: Mandamus, damages, discriminations, contracts, injunctions, etc. Legal pleading and correspondence are included.</p>	<p>Retain for twenty (20) years after case is closed and then destroy.</p>
SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER		SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER
12-21-94 <i>Serald A. Lusk</i> DATE SIGNATURE		1/6/94 <i>Luskin E. K.</i> DATE SIGNATURE
SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE		SCHEDULE APPROVED BY STATE ARCHIVIST
12-27-94 <i>Barbara A. Jones</i> DATE SIGNATURE		1/27/95 <i>Serald A. Lusk</i> DATE SIGNATURE